

Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
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To: Members of Shaftesbury Town Council's General Management Committee (GEM),
Councillors Austin, Brown, Cook, Hall, Kirton, Perkins, Todd. All other recipients for information only.

You are required to attend a meeting of the General Management Committee for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST 3**
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.
- 4 INTERNAL AUDITOR – INTERIM REPORT 4**
To receive and note actions arising from the Internal Auditor's Interim report
- 5 FOOTBALL CLUB 6**
To consider the lease arrangements with the Shaftesbury Football Club
- 6 SNOW AND ICE POLICY 8**
To review the Council's Snow and Ice Policy
- 7 PAYMENTS 17**

To consider payments for authorisation

8 CALENDAR OF MEETINGS..... 19

To consider calendar of meetings for the municipal year 2018/19

9 PRIDE FLAG..... 22

To consider purchasing a LGBT flag

10 OFFICER REPORT..... 23

To receive any updates and correspondence relating to the work of the committee not requiring decision.

(End)

**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.1 Apologies received to date

1.1.1 There have been no apologies received at the point of papers being issued.

2 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

2.1 Declarations of Interest received to date

2.1.1 There have been no declarations received at the point of papers being issued.

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

3.1 Minutes to be adopted

3.1.1 16th January 2018.

**Report 0318GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

4 Internal Auditor – Interim Report

To receive and note actions arising from the Internal Auditor's Interim report

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

4.1 Recommendation

4.1.1 That the report be received, noted and the corresponding action plan agreed.

4.2 Background

4.2.1 The Internal Auditor carries out 2 interim audits through the year prior to the year end internal audit. This provides an independent governance health check through the year and the opportunity to address matters promptly.

4.2.2 The interim audit including recommended actions is provided at Appendix A below.

4.3 Financial Implications

4.3.1 The cost of internal audits is included in the contract already agreed.

4.4 Legal Implications

4.4.1 There are no legal implications arising from this report.

4.5 Risk

4.5.1 There is a risk to the council's governance if the advice of the internal auditor is not followed.

(End)

Report Author:
Claire Commons, Town Clerk

Do the Numbers Limited

Southampton
15th March 2018

Claire Commons, Clerk
Shaftesbury Town Council,
Town Hall,
Shaftesbury,
Dorset SP7 8LY

Dear Claire,

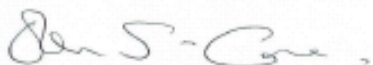
Subject: Matters arising from interim Internal Audit year ending 31 March 2018

Further to my visit to the office this week, please find below the matters arising which should be addressed before the year end

Control area	Issue	Recommended Action
Bank balances	The bulk of the councils funds remain in the current account earning. The council has agreed an investment strategy for medium term reserves.	The council should try to reduce the amount in the current account before the year end, to reduce risk.
Working Groups	STC has renamed some working groups as committees. Great care must be taken to ensure that proper agendas and minutes and officer time are applied to committees.	For fast moving projects, working groups may be more appropriate, so long as their reporting to council is transparent.
Quotes and tenders	When quotes or tenders are approved, the name of the winner and the value of the project is not always being clearly minuted.	Please ensure that the minute template is updated from now on.
Members interests	It appears that some of the information held on the forms is out of date.	Please could all members ensure that any changes are recorded on the forms and that they are reviewed annually.
Tender management	The council is looking into using the services of DCC to assist it in specifying tenders for larger contracts. The requirement to obtain three quotes is not removed by using DCC.	The council should ensure that the final decision on which contractor to use for projects minuted and taken properly by STC

If either you or your members have any queries, please do not hesitate to contact me. I will return to the office on May 2nd to complete the review of the systems.

Regards



Eleanor S Greene

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Director: Eleanor S Greene

**Report 0318GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

5 Football Club

To consider the lease arrangements with the Shaftesbury Football Club

Strategic Plan Area: Residents Lifestyle-Outdoor

Lead Councillor: Cllr Kirton

5.1 Recommendation

5.1.1 That the process and level of support for the football club is agreed

5.1.2 That the rent-free period is extended until 31st June 2018

5.2 Background

5.2.1 At its meeting of 13th June 2017, it was resolved;

- a) to extend the current football club lease and freeze the rent until such time as negotiations had concluded or 31st March 2018 whichever was the sooner.
- b) to investigate reducing the rent to be commensurate with other groups, feasibility of a business loan to the club and investigation into the history of the Town Council's responsibilities in regard to the Football Club.
- c) that the Council provides business support and assistance from within its members.

5.2.2 Meetings have been held between the football club directors and Town Council officers to understand the complexities of associated history. These discussions have led to the club working on a robust business plan to best support all aspects of the football club which is excelling.

5.2.3 Cllr Brown as football club rep and Cllr Kirton as Residents Lifestyle-Outdoor lead have been updated on progress. The business manager has provided 'in-kind' support through the preparation of a five year business plan, the draft of which is currently being reviewed by the football club directors.

5.2.4 Additional recommendations have been put to the club to further strengthen its position in the community.

5.2.5 The Council is asked to agree the process and level of support for the football club, including ongoing support from the Business Manager for a further two months.

5.2.6 It is expected that the recommendations for the long term sustainable solution is presented to GEM on 22nd May 2018. The recommendations are likely to include:

- a) A date when it is expected that both leases will be combined – the football lease to match the term of the club which has an expiry of March 2027.
- b) Proposed rent payable following a full review of other council assets and commensurate with other community organisations on council land.

- c) That points a and b are agreed based on the business plan being adopted by the Football Club Management Committee and the Council supports the content of the business plan (the aim of which demonstrates the club is set up for a sustainable future).

5.3 Financial Implications

- 5.3.1 There is a financial implication to the loss of income through rent for the period outlined above.

5.4 Legal Implications

- 5.4.1 There are no legal implications arising from this report.

5.5 Risk

- 5.5.1 There is a risk of divulging commercially confidential information during discussion. The Council must be aware of this risk and resolve to enter confidential session if required.
- 5.5.2 There is a risk to the rental income of the football club for the Town Council.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0318GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

6 Snow and Ice Policy

To review the Council's Snow and Ice Policy

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

6.1 Recommendation

6.1.1 That the Snow and Ice Policy is updated.

6.2 Background

6.2.1 Shaftesbury Town Council adopted its Snow and Ice Policy in 2013. Following the two recent incidents of snow and ice in Shaftesbury, the Council has an opportunity to review the policy to assess its effectiveness and make improvements where appropriate.

6.2.2 The policy is provided at Appendix B below and includes recommendations from officers for updates in red, the frequency of review is highlighted yellow for consideration by the committee.

6.3 Financial Implications

6.3.1 There are no financial implications arising from this report

6.4 Legal Implications

6.4.1 There are no legal implications arising from this report.

6.5 Risk

6.5.1 There is a risk of measures not being up-to-date in addressing the impact of severe weather conditions.

(End)

Report Author:
Claire Commons, Town Clerk

SHAFTESBURY TOWN COUNCIL Snow and Ice Policy and Procedures

1. Purpose

To provide staff and members of the public with a clear statement of the measures that will be taken by the Town Council in the event of snow and ice conditions occurring in the Shaftesbury area. The Town Councils objective is to use the resources available to assist in the continuance of safe access to businesses and facilities for all in the town.

2. Background

The experience of the recent past winters highlighted the importance of co-operation between the various agencies and the value of the Town Councils' roles within its community. Shaftesbury Town Council does not have a statutory duty to prepare for and deal with snow and ice, but are in a good position to inform the principal authorities about local needs and we want to do whatever else we can do for our community. Guidance has been published on preparing for winter events and on community resilience. This document draws from all of those in preparing The Shaftesbury Town Council Winter Management Plan-Snow and Ice Policy which sets out to clarify what the community can expect from the principal authorities and what the Town Council has put in place so we can be better prepared to help ourselves. The plan will be reviewed annually.

3. Introduction

Dorset County Council is the Highway Authority for public roads. This means Roadways and pavements in Shaftesbury.

The County Council have a duty to ensure safe passage along a road is not endangered by snow or ice so far as is reasonably practicable.

To comply with this duty, roads are gritted to help prevent or remove ice and ploughed to clear snow.

Unfortunately, due to the severe winter weather encountered in the last few years there are areas which the County Council cannot access or fit into their priority schedule.

The Town Council has no responsibility in this we have approved a limited budget and whilst not obliged for this type of operation although it will carry out snow and ice clearance duties as far as is reasonably practicable.

~~Shaftesbury Town Council is working with Dorset County Council, to form a snow/ice clearing policy to make the Town a safer place during our cold winters.~~

Communication between Dorset County Council and the Town Council is vital to achieve the clearance of snow and ice from pavements, car parks and other accessible sites which are of high priority. Working closely together a greater area may be covered and therefore minimise the risk of accidents.

A web link is available on www.dorsetforyou.com/winter which will inform the public as to when the gritters will be on the roads and the latest weather conditions, school closures and other relevant information.

4. Legal Advice

Throughout the country people have been hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This contrasts strongly with winters of a few decades ago when the community would mobilise to clear footways.

a) Litigation

In a recent letter sent by the Ministry of Justice it stated that "The prospect of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small".

A snow clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

- Follow the Town Council ~~Winter Management plan~~ Snow and Ice Policy
- Move snow to a porous surface such as grass verge or garden
- Spread salt / grit evenly and at the appropriate spread rates
- Clear any excess salt or grit once the snow/ice has melted.

Don'ts

- Use water to melt snow and ice, if there is a risk it will refreeze
- Move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk.
- Use excessive salt, grit or other material so as to create a new or worse risk.

Full details of the "Snow Code" can be found at www.direct.gov.uk.

5. Contacts

The ~~Chief Executive~~ Town Clerk of Shaftesbury Town Council will take the lead in co-ordinating local resources during adverse weather. The ~~Chief Executive~~ Town Clerk will ~~receive a copy of the Daily Decision issued by DCC and~~ liaise with ~~other~~ key personnel and local contacts as to any actions to be taken.

Co-ordinator

- Takes a lead in co-ordinating local resources
- ~~Receives the Daily Decision from DCC Duty Officer via the Town Office (1st November to 31st March).~~
- Liaises with other key personnel and local contacts.
- Makes decision on triggering the implementation of the Winter Plan.

~~Chief Executive~~ Town Clerk ~~Town Clerk~~: - ~~Ms Nicola Merefield~~ Mrs Claire Commons

Tel: 01747 852420

Mobile: ~~07760 627011~~ Made available to staff and councillors

Email:

~~nicolamerefield@shaftesburytowncouncil.co.uk~~ ~~townclerk@shaftesbury-~~
~~tc.gov.uk~~

6. Town Council Resources

In very severe weather conditions, the Grounds team will supply the ~~Chief Executive~~ Town Clerk with regular updates to allow timely decisions to be made concerning the limiting or closing of any services or facilities.

Contact between Shaftesbury Town Council and Dorset County Council will be established in serious conditions to communicate on badly affected areas or areas which extra resources are necessary.

Overall control of day to day decisions on Town Council resources will be by the ~~Chief Executive~~ Town Clerk.

The ~~Chief Executive~~ Town Clerk will be responsible for work prioritisation and staff organisation, making available suitable equipment and materials, stock check materials and order as necessary to ensure cover seven days a week if necessary.

7. Snow and Ice Procedure

If bad weather conditions are anticipated, the ~~Chief Executive~~ Town Clerk will make a decision whether or not to grit the Town Centre. Gritting will either be done by asking staff to stay after their normal working day finishes or to come in early prior to their normal starting time.

The environmental conditions, either current or predicted, can be categorised as follows:

Category 1 – Heavy snow, complete coverage of all surfaces, freezing

Category 2 – Heavy snow, complete coverage of all surfaces

Category 3 – Snow, light coverage, freezing conditions

Category 4 – Heavy frost, all surfaces frozen

Category 5 – Light frost (No response)

Category 6 – Freak changes in weather involving hail, ice, snow and blizzards

In the case of **Categories 1 / 2**, all Grounds staff should be alerted by the ~~Chief Executive~~Town Clerk and will be expected to give assistance in the operation under the direction of the ~~Chief Executive~~Town Clerk. Where possible, staff will be asked to work after their normal working hours and/or attend work prior to 8.00am, or be invited to work weekends. Normal arrangements for additional hours/overtime will apply.

In the case of **Categories 3 to 5**, the level of response will be determined by the ~~Chief Executive~~Head Groundsman in consultation with the Town Clerk based on need and resources available.

Daily Assessments will be made by the ~~Chief Executive~~Head Groundsman and/or delegated Office staff throughout the operation and teams will only be disbanded when it is deemed that the situation has been dealt with and the Town is in a safe condition.

In the case of prolonged bad weather, the ~~Chief Executive~~Town Clerk and delegated Office staff will meet to discuss plans for the following day(s) and Grounds staff will be informed accordingly.

Usage of salt will be recorded in the form of a Log Book, which will give date, location, amount and signed by the member of staff. Keeping records will show where it all goes, and also help to assess the amount of salt required each winter. Monitoring of Grit Bins will be carried out weekly in category 1 – 4 scenarios.

These records can be used to identify areas which require grit bins to be topped up with the expectation that Dorset County Council will provide the grit/salt. Extra bins to be placed and to keep a check on areas which are over using the supply.

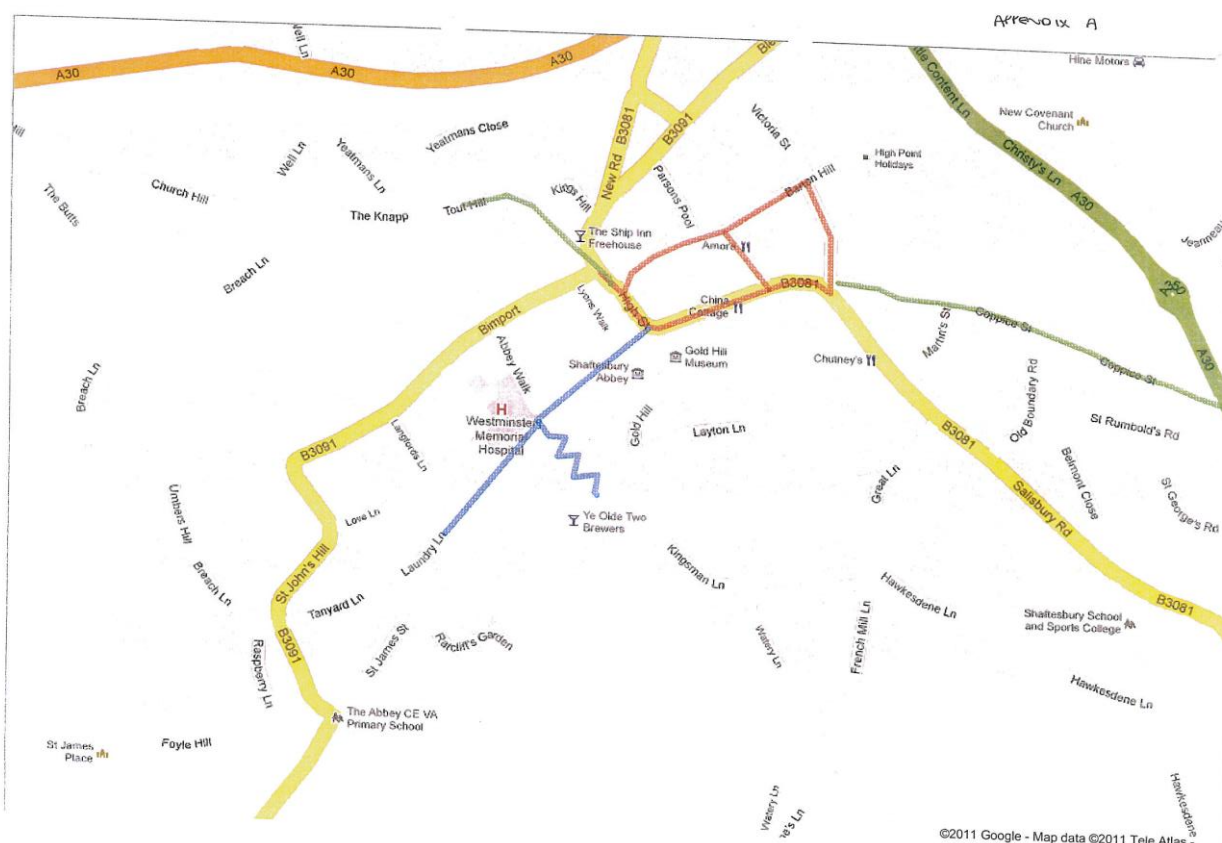
The corrosive nature of salt makes careful cleaning and maintenance of the vehicles and equipment essential.

5. Snow Clearance

A light covering of snow will be dispersed by spreading salt. However, if the snow is deep, then it will need to be cleared away before the salt procedure can begin. This should be done with snow shovels that will be located at the Bell Street Toilets and the ~~Barton Hill~~Grounds Team unit, ~~together with the mini-tractor with the snow brush attachment.~~ The routes to be cleared as priority are highlighted red on the town centre map which is included in this document as well as displayed in the toilet storage. For larger areas a snow plough may be required.

When clearing snow, it is impractical to clear the whole path or road. On the pathways, at least 1m wide should be cleared ~~and, on roads, bends and junctions should be given priority.~~ The moving traffic will transfer the salt onto the rest of the surface. ~~The stopping of traffic flow should be avoided unless deemed too dangerous to continue.~~ The Roads and Car Parks are the responsibility of Dorset County Council and North Dorset District Council. Officers will phone the responsible officer in each Authority to advise if gritting has not been carried out or additional runs are required.

6. Priority Areas



[Add to the route: Barton Hill to Christy's Lane as green route, Gold Hill green route, continuation of jubilee steps to St James Street as blue route]

When assessments are made on the Town before/after snow and ice, decisions will be made on prioritising area's which are deemed high priority in relation to public safety.

Shaftesbury is split into 3 Zones (appendix a above) -

Zone 1 – Red

Zone 2 – Blue

Zone 3 - Green

Zone 1 is the Town Centre; this is of high priority as it's the busiest part of the Town. The grounds team will clear the high street using the pedestrian spreaders and brushes. This must be attended to before work starts on other areas.

Zone 2 is to include Stoney Path; Jubilee Steps; Park Walk

Zone 3 is a pedestrian access route on Tout Hill and Coppice Street

Particular attention must be made to sloped areas and narrow paths close to the road.

Once the Chief Executive-Head Groundsman deems Zone 1 Safe, then Zones 2 and 3 can be attended to.

7. **Methods for Salt Distribution**

a. **Method 1: Spreading by hand**

This is done by filling a bucket with grit/salt and spreading on pathways with a trowel or scoop. To avoid an uneven spread, salt should be thrown from about waist height with an under arm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface.

Spreading salt with bare hands should be avoided even if wearing gloves.

Although rock salt is non - toxic, it is very abrasive and will damage skin.

Staff must be aware that if bags of salt are being used, they are heavy to handle so safe lifting and handling procedures should be used. (See risk assessment – Manual Handling)

b. **Method 2: Pedestrian Spreader**

To operate, fill hopper with grit/salt, open the shutter and push if the salt stops running, close shutter and shake hopper, re-open shutter and continue. Repeat procedure until area is complete. This should only be used on small areas but is unsuitable when the snow is too deep.

a. Method 3: Brush

To operate, fit brush attachment to 'weed ripper' to clear snow prior to grit spreading

8. Materials used

All coarse grade rock salt used on the highway by Dorset County Council for winter service purposes is purchased by annual tender and is supplied to comply with BS3247 (Salt for spreading on highways for winter maintenance). English mineral rock salt complying with the current BS3247 is treated with Sodium Ferrocyanide as an anti-caking agent. To be most effective, the treatment should be applied before either ice forms or snow settles. Coarse grade rock salt (red grit) will be used in all areas except the town centre where English Mineral Salt (white) to minimise impact to high street businesses.

It is accepted practice that the following rates of spread be used when treating carriageways:

- Precautionary salting 15 and 20 gm/sq.m
- Treatment of ice and snow
- Plough where applicable and salt 20-40 gm/sq.m

It is advisable that for planned actions, salt is never spread at a rate greater than 40gm/sq.m.

NOTE:

Sustained low temperatures are rare in England. For each degree drop below 5⁰C the amount of salt needed to maintain the equivalent melting effect increases by about 14 gm/sq.m.

Salt will melt ice and snow at temperatures as low as -21⁰ C but below -10⁰C the amount needed increases to become environmentally and economically undesirable.

Melt water from thawing accumulations of snow on roads or verges, can spread over the carriageway and then re-freeze, particularly at night.

Extra treatment may be needed and potential hazards such as these should be closely monitored.

Rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing.

Materials and equipment can be located at Bell Street Toilets with additional salt at Barton Hill Unit.

Low salt stock or equipment should be reported to the Chief Executive Town Clerk.

9. Protective Clothing

Gloves and Hi-viz wet weather gear should be worn where possible, although if manually spreading salt, it is quite possible to get very hot. Please ensure you put clothing back on when you stop moving. If using machinery, protective safety footwear must be worn.

10. Health and Safety

All works carried out by Town Council staff must be done so in a safe working manner. Particular attention must be taken while working alongside roads, Hi-Vis clothing must be worn and signs put out where appropriate.

The safety of staff and members of the public must be taken in to account before any works are started, and where appropriate risk assessments must be completed.

Staff should be trained in house or by another body, in the safe clearance of snow and ice.

Ideally work should be carried out in teams of 2 minimum; communication equipment should be carried at all times. Councillors are requested to assist in the clearance of snow, should other staff be unable to travel to Shaftesbury due to the road conditions.

Anything considered to be dangerous or unclear, must be reported to the Chief Executive Town Clerk.

11. Grit Bins

At present the Town has 28 grit bins (appendix b).

2 Bins on Tout Hill	Top = Bin No. 6-128
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	½ way = Bin No. 6-127
1 Bin at the Knapp	Bin No. 6-126
1 Bin at the junction between Horseponds and Breach Lane	Bin No. 6-123
1 Bin at the junction between the A30 and Church Hill	Bin No. 6-125
2 Bins on Church Hill	Top = Bin No. 6-131 Bottom = Bin No. 6-124
1 Bin at the junction between Breach Lane and Umbers Hill	Bin No. 6-121
1 Bin at Hawksdene, 30m down from Abbey view medical centre	Bin No. 6-117
1 Bin at Layton Lane	Bin No. 6-118
2 Bins at New Road	Bin Nos. 6-29
3 Bins at Well Lane	Bottom = Bin No. 6-129 Old A30 = Bin No. 6-130 Other side of Flyover = No number
1 Bin at entrance to Ratcliffe Gardens	Bin No. 6-119
1 Bin at Victoria Street	Bin No. 6-133
1 Bin at Haines Lane	No number
1 Bin at the Town Hall	No number
1 Bin at Wincombe lane cross roads	Bin No. 6-1
1 Bin at Wincombe lane/Kingsbere	Bin No. 6-32
1 Bin at Coppice Street	Bin No. 6-33
1 Bin at Frenchmill lane junction with Frenchmill Rise	Bin No. 6-92
1 Bin at Shooters Hill	Bin No. 6-16
2 Bins at Great Lane	Bin Nos. 6-17 & 6-163
1 Bin at Stoney Path	Bin No. 6-48
1 Bin at St John's Hill	Obsolete - DCC
1 Bin at Barton Hill car park	N/A - NDDC
1 Bin at junction of The Butts and Breach Lane	Bin No. 6-122
1 Bin outside Bell Street Toilets	No number
Nettlebed Nursery Estate (outside No. 2)	No number
<u>Junction with A30 and Well Lane</u>	
<u>St James Footpath</u>	
It is noted that there are no Grit Bins in any of the Town's Car Parks	

12. Public Information

The Town Clerk will provide regular updates through the Town Council's facebook page and website relating to the clearing efforts and other relevant information that may arise including community requests for help from other social media pages.

Notices will be placed in strategic locations to identify the nearest grit bins



DCC Highways will top up numbered Salt bins free of charge at the start of the winter. Salt bins that are not numbered by DCC will not be topped up automatically and a charge of £55 for each 1 ton bag of salt/grit will be made. If supplies are running low during a long spell of icy conditions, if collected from their depot, there will be no charge.

The salt/grit supplied by DCC is for use on the public highway only. Each bin has a unique reference number and this should be used when reporting that the bin is empty. Misused or damaged grit bins must be reported to the [Chief Executive Town Clerk](#).

Over salting damages the environment and the spread rate for hand salting should not exceed 20g/m² (this is about a tablespoon).

DCC priority and community gritting route in Shaftesbury is available at <https://mapping.dorsetforyou.gov.uk/traveldorset/severe-weather/gritting>, and shown below.

✓ Salting Network

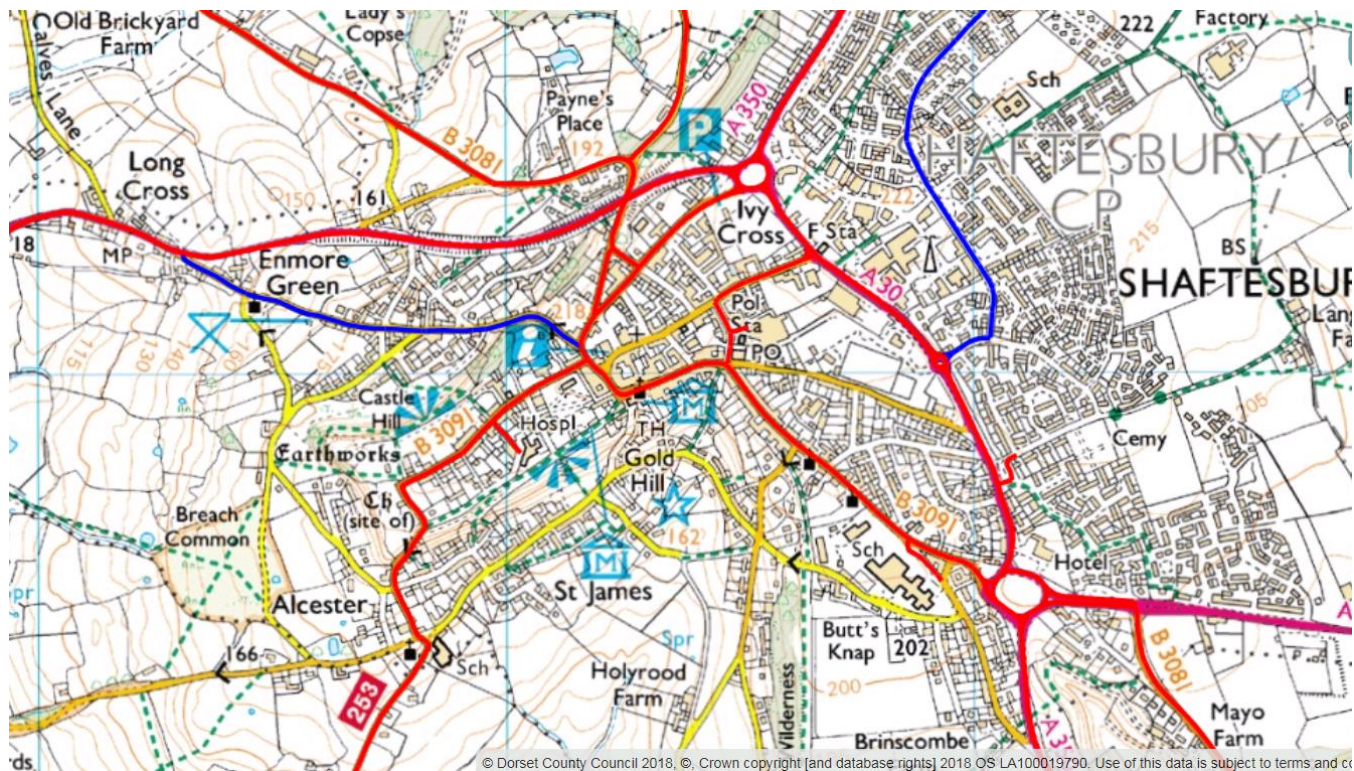
We will treat the main salting network, consisting of 680 miles of roads, when conditions are damp and road temperatures are forecast near freezing or before snow. The A31, A35 (west of Bere Regis) and A303 trunk roads are treated by the Highways Agency.

✓ Community Links

A network of community links will also be salted when snow is forecast to connect more isolated communities to the main salted network. After snow has fallen we will plough and continue to salt/grit these roads.

✓ Ploughing Routes

During severe snow we may need to fall back to priority ploughing routes to keep the main north-south and east-west roads open.



**Report 0318GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

7 Payments

To consider payments for authorisation

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

7.1 Recommendation

- 7.1.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix C below.

7.2 Background

- 7.2.1 A detailed list of payments is provided, and an updated list may be provided to the Committee prior to or at the meeting.

7.3 Financial Implications

- 7.3.1 Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information.

7.4 Legal Implications

- 7.4.1 The Council has a duty to meet its financial commitments.

7.5 Risk

- 7.5.1 There is a risk to non-payment of bills.

(End)

Report Author:
Claire Commons, Town Clerk

At : 15:37

NatWest Current A/c

List of Payments made between 01/03/2018 and 29/03/2018

Appendix C. Payments

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/03/2018	Hawes Arborists	online138	600.00		Tree work St Johns Hill
08/03/2018	Dorset Planning Consultant Ltd	online139	241.14		NHPG Meeting 19/02/18
01/03/2018	Nat West Credit Card	Creditcard	446.08		Credit Card Payment
02/03/2018	Telefonica Uk Ltd	dd	70.16		Grounds Mobiles
08/03/2018	Dorset County Council	online140	4,779.85		2800147468/4066/Dorset County
08/03/2018	Firmsites Ltd	online141	165.00		Quarterly hosting charge
08/03/2018	Travis Perkins	online142	179.48		Paint, varnish,bolts
08/03/2018	British Gas	Online143	60.72		Electric Jan/Feb Bell St Toile
08/03/2018	Aqua cleaning Services	Online144	101.92		Cleaning supplies
08/03/2018	Sydenhams	online144	124.81		Post
08/03/2018	Wessex Water	online146	392.36		Bray Allotments
08/03/2018	Office Depot (UK) Ltd	online147	22.68		Storage Boxes
08/03/2018	RBS Software Solutions	Online148	918.00		Omega Licence 1 year
08/03/2018	The IT Department Solutions Lt	online149	181.08		365 Monthly & Spam Filtering
08/03/2018	Kew Electrical	online150	48.35		Lights for toilets Town Hall
08/03/2018	Pear Technology	online151	40.82		Printing Map A0
08/03/2018	EG. Coles	online152	270.85		Repair to starter Road Sweeper
08/03/2018	Bourne-Romsey Fire Protection	online153	117.00		Annual Fire Extinguisher inspe
08/03/2018	Clarity Copiers Ltd	online154	239.65		Printing January
08/03/2018	Wessex Water	online155	56.07		St James Allotment
08/03/2018	EC Electricals	online156	4,799.68		Install Hearing loop/PA System
08/03/2018	Lyreco	online157	141.50		Display books, pockets, pad
08/03/2018	British Gas	online158	8.10		Barton Hill Dec-Jan
08/03/2018	British Gas	online159	344.34		Electric Town Hall
08/03/2018	Lyreco	online160	155.28		Folders for Strategic Plan
08/03/2018	Whitebridge Hire Services Ltd	online161	777.38		Grease gun delivery tube
08/03/2018	Tracy Moxham	ONLINE162	49.95		Travel Dorch/Athlehampton
08/03/2018	RJ & KD Mclean Ltd	ONLINE163	2,100.00		Ifor Williams Trailer
08/03/2018	RLSS Direct (IQL UK Ltd)	ONLINE164	540.00		NPMQ Health & Safety Course
08/03/2018	Spruce Pools	ONLINE165	1,744.90		Carry out sand media change
08/03/2018	HMRC	ONLINE166	3,946.76		Tax/NI February
08/03/2018	DCC Pension Fund	ONLINE167	4,450.81		Pension February
08/03/2018	XL Displays	Online	374.40		3 x Notice Boards
08/03/2018	Eon	DirectDebi	257.35		Purchase Ledger Payment
11/03/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/03/2018	GoPak	online	232.49		2 x New Tables
13/03/2018	Fuel Genie	DD	228.22		Fuel February
14/03/2018	Shaftesbury Fringe	ONLINE168	761.00		Shaftesbury Fringe
14/03/2018	Shaftesbury Tree Group	ONLINE169	433.00		Shaftesbury Tree Group
19/03/2018	Crown Gas & Power (Easy Utilit	Directdebi	367.32		Purchase Ledger Payment
21/03/2018	British Gas	DDebit	151.71		Electric June/July Unit 9c
29/03/2018	Angel Springs Ltd	online171	10.01		Water Cooler
29/03/2018	Cllr Anthony Austin	online172	122.40		Travel to Hospital Meetings
29/03/2018	Clarity Copiers Ltd	online174	250.03		Printing February
29/03/2018	Dorset Planning Consultant Ltd	online175	461.28		NHP support meeting
29/03/2018	EC Coles	online176	1,458.80		Service/Repair Benetton Mower
29/03/2018	The IT Department Solutions Lt	online178	181.08		365 and Spam Filtering
29/03/2018	Ben Johnson (Shaftesbury) Ltd	online179	903.95		Generator
29/03/2018	Cllr John Lewer	online180	103.10		Travel to Meetings JL
29/03/2018	Brie Logan	online181	113.15		Travel Snowdrop Exhibition
29/03/2018	Mole Countrystores	online182	61.77		Screenwash/De-Icer
29/03/2018	Office Depot (UK) Ltd	online183	36.20		Stationery
29/03/2018	Society of Local Council Clerk	online184	2,320.00		Community Governance Level 4
29/03/2018	Sydenhams	online185	58.87		Wood for Park Walk Shelter
29/03/2018	Cliff Skey	online186	300.00		Town Crier Services
29/03/2018	Stalbridge Timber Ltd	online187	34.56		Wooden stakes
29/03/2018	Travis Perkins	online188	396.72		Fixings
29/03/2018	Toogoods Property Co Ltd	online189	2,338.94		Water Rates Unit9C
29/03/2018	Wallgate	online190	1,185.60		H/Drier Contract Feb18-Mar19
29/03/2018	Screwfix (Trade UK)	online70	146.37		Ear Defenders,Overalls,FFP3,Hi
Total Payments			43,088.80		

**Report 0318GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

8 Calendar of Meetings

To consider calendar of meetings for the municipal year 2018/19

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

8.1 Recommendation

- 8.1.1 That the calendar of meetings is recommended to Full Council for adoption for the 2018/19 municipal year.

8.2 Background

- 8.2.1 The Council has historically taken a cyclical approach to its meeting schedule which commits the council to a meeting every 4 weeks out of 5 and with little opportunity for addressing unexpected business.
- 8.2.2 The Clerk is recommending a revision to the meeting approach to reflect the strategic direction that the council is taking and to best accommodate the need to review and train as the plan progresses.
- 8.2.3 Shown at Appendix D below is the proposed calendar for the coming municipal year, the following points should be noted:
- a) Full Council will meet on the first Tuesday of the month once per quarter.
 - b) Council will reserve the first Tuesday of each month that is not Full Council for workshop or councillor training if an additional Full Council is not required.
 - c) Advisory Committees will meet on the second Tuesday of the month, the Neighbourhood Plan Advisory Committee have already identified May and September as dates to meet.
 - d) Planning and ROSE Committees will both meet on the third Tuesday of each month and on the same night, Planning for an hour at 6:30pm, streamlining its method of making observations on planning applications and noting highways issues and any actions arising;
 - e) ROSE to meet at 7:30pm for up to 2 hours. This makes greater efficiency in officer time administering the meetings.
 - f) General Management Committee will meet on the fourth Tuesday of every month providing monthly review of the council's financial position and an opportunity to provide direction on matters recommended by other committees or referred to by Full Council.
- 8.2.4 The proposed calendar allows for scheduling of routine business and the strategic plan to be managed and the opportunity for additional meetings to be held if required.

8.3 Financial Implications

8.3.1 There are no financial implications arising from this report.

8.4 **Legal Implications**

8.4.1 In addition to the Annual Meeting, the Council must hold three other meetings.

8.5 **Risk**

8.5.1 There is a risk to the business of the Council being slowed if workload is not planned in accordance with the meeting schedule. This can be mitigated by careful planning and calling additional meetings as required to ensure prompt progress on items of business.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix D. Municipal Calendar 2018/19

	2018									2019										
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May							
Mo						1							1			Mo				
Tu						1 Annual Meeting										2 Full Council	1 New Year's D.	2 Full Council	Tu	
We						2										3	2	3	We	
Th						3	4	1	3	4	Th									
Fr						4	1	3	2	4	1	1			5	3	Fr			
Sa	5	2		4	1	6	3	1	5	2	2	6	4	Sa						
Su	6	3	1	5	2	7	4	2	6	3	3	7	5	Su						
Mo	7 Early May Bank Hol.	4	2	6	3	8	5	3	7	4	4	8	6 Early May BH.	Mo						
Tu	8 Neighbourhood Plan	5 Workshop/ Training	3 Full Council	7	4 Workshop/ Training	9 Advisory Committee	6 Workshop/ Training	4	8 Full Council	5 Workshop/ Training	5 Workshop/ Training	9 Advisory Committee	7	Tu						
We	9	6	4	8	5	10	7	5	9	6	6	10	8	We						
Th	10	7	5	9	6	11	8	6	10	7	7	11	9 General Election	Th						
Fr	11	8	6	10	7	12	9	7	11	8	8	12	10	Fr						
Sa	12	9	7	11	8	13	10	8	12	9	9	13	11	Sa						
Su	13	10	8	12	9	14	11	9	13	10	10	14	12	Su						
Mo	14	11	9	13	10	15	12	10	14	11	11	15	13	Mo						
Tu	15 Planning & ROSE	12 Advisory Committee	10 Advisory Committee	14	11 Neighbourhood Plan	16 Planning & ROSE	13 Advisory Committee	11	15 Advisory Committee	12 Advisory Committee	12 Advisory Committee	16 Planning & ROSE	14	Tu						
We	16	13	11	15	12	17	14	12	16	13	13	17	15	We						
Th	17	14	12	16	13	18	15	13	17	14	14	18	16	Th						
Fr	18	15	13	17	14	19	16	14	18	15	15	19 Good Friday	17	Fr						
Sa	19	16	14	18	15	20	17	15	19	16	16	20	18	Sa						
Su	20	17	15	19	16	21	18	16	20	17	17	21	19	Su						
Mo	21	18	16	20	17	22	19	17	21	18	18	22 Easter Monday	20	Mo						
Tu	22 GEM	19 Planning & ROSE	17 Planning & ROSE	21 Planning applications	18 Planning & ROSE	23 GEM	20 Planning & ROSE	18 Planning applications	22 Planning & ROSE	19 Planning & ROSE	19 Planning & ROSE	23 GEM	21 Annual Meeting	Tu						
We	23	20	18	22	19	24	21	19	23	20	20	24	22	We						
Th	24	21	19	23	20	25	22	20	24	21	21	25	23	Th						
Fr	25	22	20	24	21	26	23	21	25	22	22	26	24	Fr						
Sa	26	23	21	25	22	27	24	22	26	23	23	27	25	Sa						
Su	27	24	22	26	23	28	25	23	27	24	24	28	26	Su						
Mo	28 Spring Bk. Hol.	25	23	27 August Bank Hol.	24	29	26	24	28	25	25	29	27 Spring Bk. Hol.	Mo						
Tu	29	26 GEM	24 GEM	28	25 GEM	30	27 GEM	25 Christmas Day	29 GEM	26 GEM	26 GEM	30 Town Meeting	28 Planning applications	Tu						
We	30	27	25	29	26	31	28	26 Boxing Day	30	27	27		29	We						
Th	31	28	26	30	27		29	27	31	28	28		30	Th						
Fr		29	27	31	28		30	28		29	31		Fr							
Sa		30	28		29		30	Sa												
Su		29	30		Su															
Mo		30			Mo															
Tu	31	Tu																		

Report 0318GEM9 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber, Shaftesbury
Town Hall

9 Pride Flag

To consider purchasing a LGBT flag

Strategic Plan Area: External Engagement

Lead Councillor: Cllr Proctor

9.1 Recommendation

9.1.1 To purchase a LGBT Flag to show unity with the LGBTQ+ communities ready to fly during LGBT history month.

9.2 Background

9.2.1 The overall aim of LGBT History month is to promote equality and diversity for the benefit of the public.

9.2.2 In 2018 the Council was loaned a LGBT flag to fly during February coinciding with the LGBT flag being flown on various municipal buildings in Dorset and the Country.

9.2.3 The Council's Principles of Belief include "**Respect** – we will respect each other, the council staff, all parts of the SHAFTESBURY community and all governance stakeholders, constantly and consistently in words, in writing and in deeds"

9.3 Financial Implication

9.3.1 The cost of a flag can be met within the Town Hall budget.

9.4 Legal Implication

9.4.1 There are no legal implications arising from this report

9.5 Risk

9.5.1 There are no risks identified in this report.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0318GEM10 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 27 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

10 Officer Report

To receive any updates and correspondence relating to the work of the committee not requiring decision.

Strategic Plan Area: Internal Engagement

Lead Councillor: Cllr Jackson

10.1 Recommendation

10.1.1 That the report be received and noted.

10.2 Background

10.2.1 There are no matters to bring to the committee's attention at the point of writing. Any updates available will be tabled or identified for inclusion on the next agenda.

(End)

Report Author:
Claire Commons, Town Clerk